

# Table Format





# Cell format

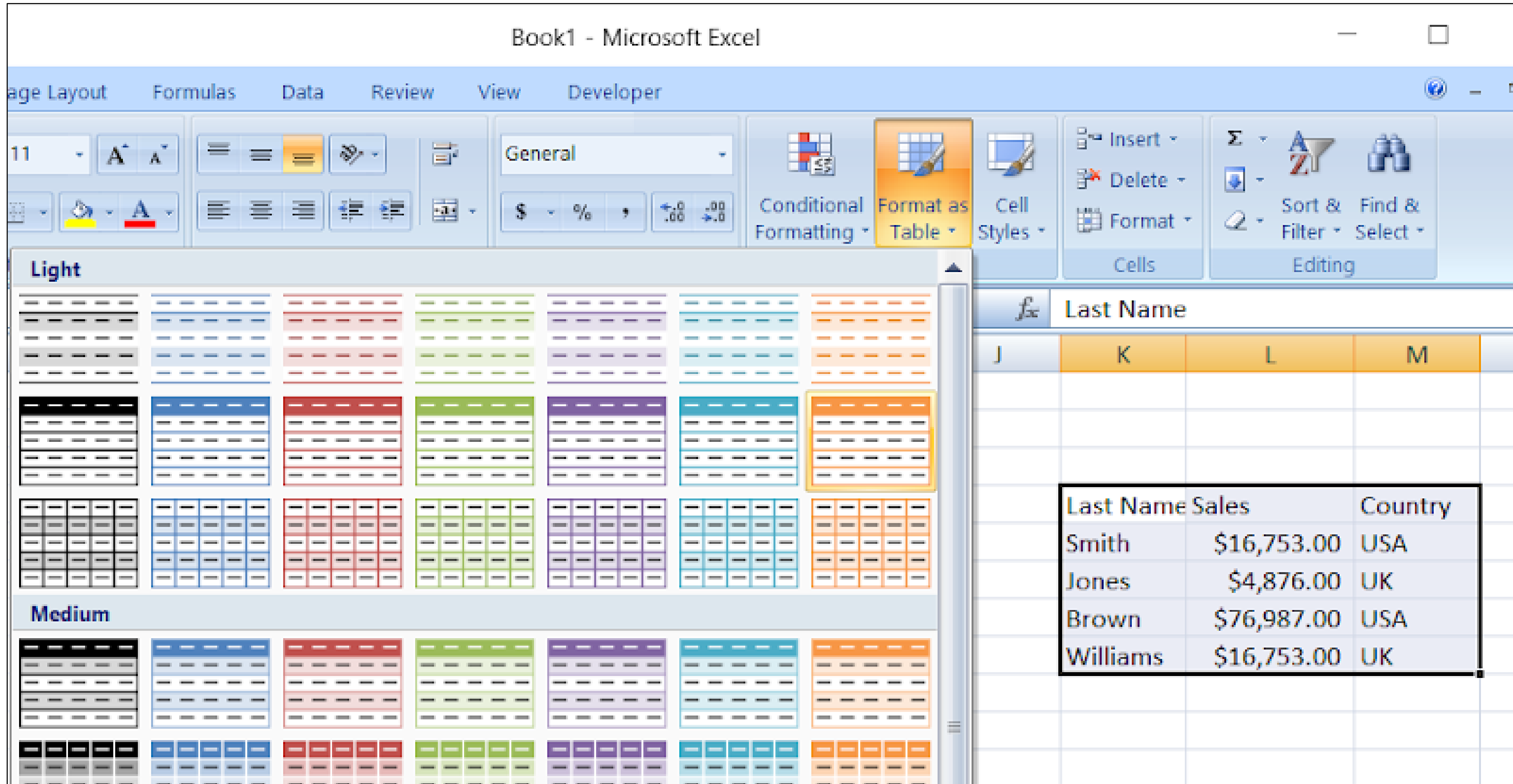
- It converts your data range to a table.
- Select any cell within the table, or range of cells you want to format as a table.
- On the Home tab, click Format as Table. Click the table style that you want to use.





- ❑ Put the mouse pointer over the bottom right-hand corner of the cell until it's a black plus sign.
- ❑ Click and hold the left mouse button, and drag the plus sign over the cells you want to fill.
- ❑ And the series is filled in for you automatically using the AutoFill feature.





The screenshot shows the Microsoft Excel interface with the 'Format as Table' task pane open. The task pane displays various table styles under 'Light' and 'Medium' categories. The 'Format as Table' button in the ribbon is highlighted. In the background, a data table is visible with the following content:

Last Name	Sales	Country
Smith	\$16,753.00	USA
Jones	\$4,876.00	UK
Brown	\$76,987.00	USA
Williams	\$16,753.00	UK

before formatting table



Last Name	Sales	Country
Smith	\$16,753.00	USA
Jones	\$4,876.00	UK
Brown	\$76,987.00	USA
Williams	\$16,753.00	UK

After formatting table



# Cell style

- ❑ A **cell style** is a defined set of formatting characteristics, such as fonts and font sizes, number formats, cell borders, and cell shading.
- ❑ It is easy and quick for user to create professional and presentable data without having to manually highlight and format all the cells.



Developer

Wrap Merge

ment

G

R S

**Good, Bad and Neutral**

Normal Bad Good Neutral

**Data and Model**

Calculation Check Cell Explanatory T... Input Linked Cell Note

Output Warning Text

**Titles and Headings**

Heading 1 Heading 2 Heading 3 Heading 4 Title Total

**Themed Cell Styles**

20% - Accent1	20% - Accent2	20% - Accent3	20% - Accent4	20% - Accent5	20% - Accent6
40% - Accent1	40% - Accent2	40% - Accent3	40% - Accent4	40% - Accent5	40% - Accent6
60% - Accent1	60% - Accent2	60% - Accent3	60% - Accent4	60% - Accent5	60% - Accent6
Accent1	Accent2	Accent3	Accent4	Accent5	Accent6

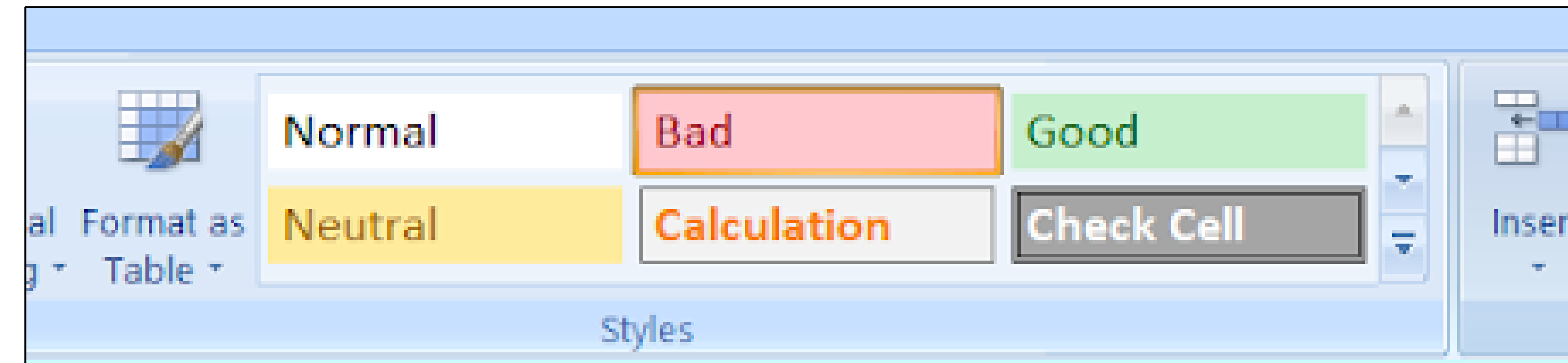
**Number Format**

Comma Comma [0] Currency Currency [0] Percent

New Cell Style...  
Merge Styles...

Insert Delete Format  
Cells

## Cell styles



	J	K	L	M	N
	S.No	Name	Marks		
	101	A	46		
	102	B	78		
	103	C	100		
	104	D	67		
	105	E	39		

Highlighted marks by cell style